

QUEST FOR RECORDS RETENTION SCHEDULE
Submitted to the Records Management Division
Hall of Records Commission

SCHEDULE
NO. 217
PAGE
NO. 1. ✓

1. Requesting Agency

STATE DEPARTMENT OF HEALTH

2. Division or Bureau of Requesting Agency

BUREAU OF PREVENTIVE MEDICINE,
DIVISION FOR CRIPPLED CHILDREN AND HEART DISEASE
CONTROL

3. Authorization Requested (Check only one of the squares below).

☐ A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4.
Item
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation
of Hall of Records
and Board of Public
Works.

1. MASTER INDEX OR REGISTER

Size: 4" x 6"
Quantity: 16 drawers and 6 boxes (7 cubic feet)
Dates: 1946 - -
File Arrangement: Alphabetical
Annual Accumulation: $\frac{1}{2}$ cubic foot

A card is prepared for each case brought to the attention of the central office by the county clinics, hospitals, or other sources. The card shows the child's name, sex, age, address, diagnosis, disease code number, date registered, case number, and discharge date. This card is prepared even though the Division may not render any services to the child.

RECOMMENDATION: RETAIN UNTIL INDIVIDUAL REACHES THE AGE OF TWENTY-FOUR YEARS AND THEN DESTROY.

2. HOSPITAL ADMISSION CARDS

Size: 4" x 6"
Quantity: 1 linear foot
File Arrangement: Alphabetical
Dates: 1953 - -

This card is prepared for each patient hospitalized under the Crippled Children's Program. It shows patient's and doctor's names, county, sex, color, age, address, parents' occupations, diagnosis, doctor's recommendation, dates admitted and discharged, and notes regarding what charges the State will pay. It is used in this office as a

APPROVED
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

Clement W. Gamm
Signature

Chief Bur. Hygt.
Title

12/15/55
Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

1/5/56
Date

Morris S. Radloff
Archivist

JAN 9 1956
Date

[Signature]
Secretary

LIST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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check on hospital cases and is not required for audit purposes. The information shown on the card is posted to the Summary Service Card and the Registration Card. The basic case records are in the case folder retained in the County Health Department. The Hospital Admission Card is considered non-record within the meaning of the statute governing non-record material. (Art. 41, Sec. 155, Annotated Code of 1951).

3. POLIO REPORT CARD

Form No.: 1407 U.S. Public Health Service Form
Size: $3\frac{1}{2}$ " x $5\frac{1}{2}$ " (Postcard)
Quantity: Less than $\frac{1}{2}$ cubic foot
File Arrangement: By year and alphabetical therein
Dates: 1937 - -
Annual Accumulation: two linear inches
Indexed: Registration Card (Item 1)
Disposable Amount: Less than $\frac{1}{2}$ cubic foot

This is a U.S. Public Health Service form used to report any communicable disease to the local health officers. The Division of Communicable Diseases receives the original from the local department and retains it for three years. The copy received by the Crippled Children's Division is considered non-record within the meaning of the statute governing non-record material (Art. 41, Sec. 155, of the Annotated Code of 1951).

4. CLINIC REPORT

Form No.: SCC-12
Size: $8\frac{1}{2}$ " x $11\frac{1}{2}$ "
Quantity: 1 linear foot
Dates: 1952 - -
File Arrangement: by County and chronological therein
Annual Accumulation: 4 linear inches

This form is prepared by the County Health Clinic and forwarded to the Division. It shows names of patients seen, mother's and father's names, address, sex, race, age, diagnosis, treatments and recommendations, and whether or not the patient is to return. The form is used to prepare annual statistical reports to the U.S. Children's Bureau, post to the individual Summary Service Card, and for other statistical reporting.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

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Date: 9 1955

J. McQuinn
Secretary

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5. SUMMARY OF CLINICAL NOTES

Size: 8 $\frac{1}{2}$ " x 11"

Quantity: 2 cubic feet

Dates: 1950 - -

File Arrangement: by County and chronological therein

Annual Accumulation: $\frac{1}{2}$ cubic foot

Disposable Amount: 1 cubic foot

These are clinical notes made by the doctor during the patient's treatment or interview. The same information is added to the patient's case file in the County Health Department. The notes in the Summary File are used for ready reference purposes for three years and have no value thereafter.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

6. REQUISITIONS

Form No.: BM-9

Size: 5" x 8"

Quantity: 2 drawers (1 cubic foot)

Dates: 1953 - -

File Arrangement: Alphabetical by name of patient

Audited: No

This copy of the requisition is retained by the Division as a check on delivery. The record and audit copy is filed in the Accounting Division of the Bureau of Management (Schedule , Item). The copy of the requisition in this Division is considered non-record within the meaning of the statute governing non-record material (Art. 41, Sec. 155, Annotated Code of 1951).

7. GENERAL CORRESPONDENCE (DIVISION CHIEF'S FILE)

Quantity: 3 drawers

Dates: 1950 - -

File Arrangement: Subject and alphabetical therein

Annual Accumulation: $\frac{1}{2}$ drawer

Disposable Amount: 2 cubic foot

Correspondence concerned with the functions of the Division. It is with Federal, State, local and other state agencies, hospitals, doctors, manufacturers of orthopedic equipment, professional and civic organizations, etc.

RECOMMENDATION: RETAIN FOR THREE YEARS, AND THEN DESTROY.

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EC

Date

[Signature]

TEST FOR RECORDS RETENTION SCHEDULE
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8. GENERAL CORRESPONDENCE

Quantity: 3 drawers (4½ cubic feet)

Dates: 1950 - -

File Arrangement: Subject and alphabetical therein

Annual Accumulation: 1 cubic foot

Disposable Amount: 2 cubic feet

Correspondence concerned with the functions of the Division. It is with Federal, State, local and other state agencies, professional and civic organizations, patients, parents, physicians, hospitals, appliance manufacturers, etc.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY

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